

1st CHARGE TO REVIEWERS:

Dear Colleagues,

A draft of the national recommendations for preconception care is attached for your review.

Attached please find three documents:

1. The first draft (**PCC Recom Primary.doc**) is of recommendations that were developed based on deliberations of the Select Panel on June 22 and 23, 2005. This version includes narrative text to support the style we've chosen for MMWR Reports and Recommendations (MMWR-RR) format. **This is the primary document to review at this time.**
2. The second document (PCC sum Recom.pdf) is a summary of just the recommendations and action steps, for your quick reference during the review process.
3. The third document (PCC Recom matrix.doc) is a matrix showing the recommendations and actions steps with priority assigned to those entities responsible for implementation. This is a very preliminary grid and may not be used in the MMWR-RR. We would like your comments on the utility and scope of this matrix.

The introduction and background material to accompany these recommendations will be added to the document at a later date. The introduction will include a literature review, tables on conditions of concern, and a description of the process that led to the development of the recommendations. Other background material will include lists of the CDC workgroup, the Select Panel, and partner organizations, as well as the full set of references.

The steering committee has developed a process to receive written and oral feedback. After reviewing, written feedback should be directed to me via email at cparker@cdc.gov. Written feedback should be provided no later than C.O.B. Friday September 16, 2005 to allow time to collate.

The steering committee also solicits any oral feedback and will host 4 conference calls to provide further opportunity for discussion among members. Each of the phone calls will have a focus as described below. Some of you may not be able to join the conference call of your interest, therefore we have dedicated the last 30 minutes of each call for questions and discussions of any issue. We encourage you to call in and join our discussion. The steering committee will meet in Atlanta to host the calls. You are welcome to join the steering committee in person as these calls are being conducted. If you choose to do so please advise and I will provide you with the location.

Here is the information for the conference bridge: Toll Free Number: 800-475-4455, Participant Pass code: 999654

Schedule for the calls is as follows:

Date:	Day:	Time:	Theme:
9/22	Thursday	10 a.m. - 11:30 a.m.	Consumers and Social Marketing
9/22	Thursday	1 p.m. - 2:20 p.m.	Financing and Public Health
9/22	Thursday	2:30 p.m. - 4:00 p.m.	Clinical Practice
9/23	Friday	10 a.m. - 11:30 a.m.	Data

Thank you very much for your attention in this matter. If you have any questions please feel free to contact me at 404 498-3098.

2nd CHARGE TO REVIEWERS:

Dear Colleague,

Good afternoon and happy Tuesday.

Please find enclosed the second draft of the recommendations. Changes from the first draft are based on two days of meeting by the steering committee, 7 hours of conference calls during which we obtained oral feedback and numerous written comments. We spent much time deliberating all suggestions and wordsmith-ing the document. Thank you very much for your input.

At this point we should be approaching a finished product. We are asking that you once again review and provide feedback if you have any major commentary on needed changes. Any feedback should be in writing and directed to Chris Parker via email at cparker@cdc.gov. Written feedback should be provided no later than C.O.B. Friday October 21, 2005. Also please review the authorship information to ensure your information (name and highest degree) is listed correctly.

Thank you very much for your attention in this matter. If you have any questions please feel free to contact Hani Atrash at 404 498-3075 or Chris Parker at 404 498-3098.